

NOTICE OF JOB ANNOUNCEMENT

CITY OF STEPHENVILLE

POSTING DATE: February 25, 2015

DEPARTMENT: Police

JOB TITLE: Full-Time Tele-Communicator

STARTING RATE: \$2541 per month

BRIEF DESCRIPTION AND QUALIFICATIONS:

The **City of Stephenville** is currently accepting applications for the position of **Full-Time Tele-Communicator**. Applicants must be available to work days, evenings, nights, weekends, and holidays as they are scheduled. Applicants must successfully complete a backgrounds investigation, drug screening, and polygraph. Applicants must be 18 years of age or older.

Applicants are **encouraged** to visit the Tele-Communicator Recruitment page on the Stephenville Police Department website located at www.stephenvillepolice.org. The recruitment process is explained in further detail. Training requirements upon employment and a list of contacts has been made available for their convenience. Applicants will be contacted about the testing dates after submitting their application.

Essential Job functions:

1. Receive and respond to emergency and non-emergency telephone calls.
2. Process and evaluate information, dispatch law enforcement and/or fire/EMS, consider call priority, availability and the number and types of personnel needed.
3. Maintain and validate data in local, state, and national computer databases.
4. Prepare and maintain accurate records of information in a computer aided dispatch (CAD) system.
5. Perform administrative duties as needed or requested.

Minimum Education & Work Experience:

- High School Diploma or G.E.D. equivalent

Minimum Licenses & Certifications:

- Valid State of Texas Class C Driver's License

Recommended Licenses and Certifications:

- TCOLE Basic Tele-Communicator License
- TLETS Certifications

CONTACT: Applications are available at City Hall, 298 W. Washington St., Stephenville, TX 76401, or on-line at www.stephenvilletx.gov.

CLOSING DATE: April 1, 2015 @ 5:00 pm

TESTING DATE: April 10, 2015 @ 9:00 am at the Police Station